

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Rainbow Horses Learning Centre CIC

Rainbow Horses Directors

Sue Coombes and Lewis Chapman

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Sue Coombes and all employees	Regularly review risk assessment and update as necessary, in consultation with staff and volunteers
To provide adequate training to ensure employees are competent to do their work	Sue Coombes & Vicenta Rose	Complete induction with all staff and volunteers and follow regular programme of training
To engage and consult with employees on day-to-day health and safety conditions	Sue Coombes	During regular face to face contact
To implement emergency procedures - evacuation in case of fire or other significant incident.	Sue Coombes	Using quickest direct exit to fields/car park
To maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage / use of substances	Sue Coombes	Regular checking and maintenance of saddles, and other equipment COSHH cabinet

Health and safety law poster is displayed:	On wall in cabin			
First-aid box and accident book are located:	First-aid box in cabin on filing cabinet Accident book in filing cabinet cupboard in kitchen			
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)				
Signed: (Employer)	S Coombes	Date:	14 th September 2023	
Subject to review, monitoring and revision by:	Sue Coombes, Lewis Chapman	Every:	six	months or sooner if work activity changes

Note 1: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

RISK ASSESSMENT

Organisation name: Rainbow Horses Learning Centre CIC

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Hose, string	Staff, visitors, children Risk of tripping	Clear hose away each use. Pick up strings and store in hay stable	Remind other people using the stables	All staff to monitor	Daily	
Knives, boiling water in kitchen	Children Risk of burns, scalding, cuts	Close supervision 1:1 adult:child ratio	If very busy/more than 2 children use stair gate to prevent access to kitchen	All staff	As needed	
Electrical equipment	Staff, visitors, children Risk of electric shock/fire	Keep electrical equipment away from sources of water. Fire extinguisher nearby	PAT testing of all electrical equipment	Qualified Electrician (Mornington Property Services)	Annually In March	March 2022
Animals	Staff, visitors, children Risk of infection	Wash hands after animal contact, provide soap, water, antibacterial wash and clean towels	Posters and verbal reminders	All staff	Daily	
Horses	Staff, visitors, children Risk of biting, kicking, trampling	Using horses with suitable temperament. Supervision when near horses. Hard hats available when working with horses. Suitable footwear to be worn.	More training in horse handling for less experienced volunteers	Sue Coombes	Ongoing	
Mounting/riding	Children, Risk of falling	Hard hats, adult(s) walking alongside as necessary. Supervision on mounting block		All staff	Ongoing	
Hay/straw and other flammable materials	Staff, visitors, children Risk of fire	No smoking on site Correct Fire extinguisher provided Fire risk assessment and training supplied by Fireproof Ltd	Signage (no smoking, fire exits, fire assembly point sign) Complete recommendations from Fireproof	Sue Coombes	six months (June 2020)	Jan 2021
Tools	Staff, children, cutting stabbing or crush injuries	Tools kept in locked drawer in filing cabinet Only used when fully supervised by an adult and only when child or young person is in a calm and co-operative mood	Teach children and young people to use the tools appropriately	All staff		
Doors	Children getting fingers trapped in doors to newest portacabin which are heavy	Care when using doors	Investigate whether setting for closers can be adjusted	All staff	ongoing	
Ropes, string, electric fence tape	Children, Risk of strangulation	Keep ropes tied up when not in use, store string and fence tape out of the way of children, Supervision of children		All staff	ongoing	

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11